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Approved For Release 2005/11/21 : CIA-RDP70-00211R000700220003-6

1. Circulate
2. File

Bi-Weekly Report for 21 August 1961
from
Records Systems and Disposition Branch

1. Contributions

- a. Assisted [] Administrative Officer, [] with the selection of shelf filing equipment for several offices of the Staff. Office layouts were also prepared for them as well as descriptive material for equipment procurement. []
- b. Six units for storage of medicines and drugs have been ordered for the Medical Staff. The type requested is made by the Equipito Co. and consists of steel shelves with a waist high counter work surface. This equipment will be installed in a secured area in the New Building designed for Medical Staff use. []
- c. CI Staff - [] has requested shelf filing equipment to be used in the new building. Upon moving and transferring material to the shelves the Office will release \$8,760 of safe files. []
- d. Shelf filing for the Office of the DDI has been ordered and will be installed after the move to the new building. []

2. Assignments

a. Shelf Filing

(1-3) []

No action

(4) oo/c []

File folders have been prepared by the Personnel pool and are ready for shipment. A small safe which was to have been shipped to the [] was misplaced in the BSO, R&S Building while in transit.

(5) Commo-Signal Center []

Three suggested arrangements of filing equipment have been prepared and will be submitted to the Signal Center with procurement specifications.

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(6) OBI

No further action.

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(7) OCI

A requisition for a special type storage cabinet has been submitted to O/Logistics. The cabinets will be procured through D. N. Owens, Co. and will be delivered to the New Building. OCI indicated they may be interested in shelf filing in a vaulted area assigned to the Registry Branch.

b. Filing Systems

(1) Office of Security Badge System

25X1

No action

c. Records Control Schedules

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(1) CI Staff

Typing of final copy in process.

(2)

25X1

No action

25X1

(3) PIC

No action

(4) OO/Contact Division

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A revised schedule has been typed and ready for review. It will then be sent to the ARO for coordination and signatures.

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(5) OO/AD

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The ARO, has reviewed the records control schedule and made appropriate changes. Revised schedule will be typed and returned to the ARO for approval and signatures.

d. Special Projects

(1) Interpretation of E.O. Logging Requirements

Suspended.

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- (2) OO/Contact Division follow-up []

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Special table ordered for the Message Center has not yet arrived. If not received within next 10 days a follow-up will be made.

- (3) JPRS []

Project of combining the VM and record copy of the JPRS reports, for the Records Center and FDD, is about 90% completed. Project is being completed by one girl from the pool.

- (4) Statistical Reports []

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Annual statistical reports of records holdings are being submitted by Area Records Officers. Reports will be consolidated and comparisons and graphs made.

e. Vital Materials

- (1) [] was away on leave during this report period.

f. Microfilming []

- (1) No report of action.

3. Training

- a. [] is preparing a workshop on Mail Management to be presented in the Fall.

4. News

- a. [] met with [] OO/c, [] SR Div., and [] FBID to discuss topics to be presented at future Records Officer meetings. A list of 10-12 items was developed and the topic on the Agency's application of EDP was selected for discussion at the 10 October Meeting. [] will give the presentation.

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